

CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, May 30, 2007 at 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	<b>Approved July 31, 2007</b>

**MEMBERS PRESENT**

Robert C. Hutchison, Jr., Professional Member, Secretary  
Thomas Trader, Secretary  
Harry Fletcher, Professional Member  
Charles P. Arcaro, Professional Member  
Austin Grice, Public Member  
Marceline Knox, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Abby Adams, Deputy Attorney General  
Kay Warren, Deputy Director, Division of Professional Regulation  
Monique Hampton, Administrative Specialist II  
Nicole Breaux, Administrative Specialist II

**MEMBERS ABSENT**

Rose Pritchett, Public Member

**CALL TO ORDER**

Mr. Hutchison called the meeting to order at 10:02 a.m. and welcomed new Board members.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the March 28, 2007 meeting. Mr. Arcaro made a motion, seconded by Mr. Fletcher, to approve the minutes with amendments. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

### Discussion on Proposed Revisions to Statute

This item was removed from the agenda.

### Review of Tabled Application for Resident Intern

The Board reviewed the application for Gregory Kaznowsky. Mr. Trader made a motion to accept the application, seconded by Mr. Fletcher. The motion for application approval was unanimously carried.

### Strategic Planning

The Board recommended that each topic below contain subtopics or list questions/concerns related to that topic. Mr. Hutchison recommended each topic be assigned to a Board member to develop a subtopic:

- Satellite Establishments & Preparation Rooms
  - Definition of satellite was discussed at prior meeting.
    - Mr. Hutchison summarized the grandfathering clause concerning satellites and prep rooms.
  - Terminology concerning satellites
  - Review environmental laws
  - Preventing store-front establishments
  - Inspections of funeral establishments
- Emergency Reciprocity Licensing Procedures
  - This topic stems from a national level.
  - Emergency situations, i.e. threat of the avian flu, would waive the current licensing requirements.
  - Mr. Hutchison recommended Mr. Krenan, who has experience in disaster preparedness, as the contact person.
- Proposed Licensure Requirements for Establishment Owners
  - Mr. Trader made a motion to delete this topic, seconded by Mr. Arcaro. The motion was unanimously carried.
- FTC Rules Concerning Cemeteries and Online Providers
  - Ms. Adams agreed to look into any regulations or laws that prohibit soliciting families for funeral services, i.e. Hospice conducting funeral services.
- Education Requirements for Embalming
  - Mr. Hutchison made a motion to remove this topic, seconded by Mr. Fletcher. The motion was unanimously carried.
- Pre-need Laws
  - Proposed question as to whether an unlicensed individual can sell pre-need.
  - Currently legislation is being passed concerning surety laws, which is being handled by the Banking Commission.
    - This would ensure that monies in irrevocable trusts are available when needed with the surety bonds preventing misuse of funds.

## **NEW BUSINESS**

### Assignment of Complaint No. 27-01-07

Ms. Hampton informed the Board of Complaint No. 27-01-07 and that it was originated from Sussex County, Delaware. Mr. Arcaro accepted the complaint assignment.

#### Review of Continuing Education Activities

Mr. Trader made a motion, seconded by Ms. Knox, to approve the following programs for continuing education:

##### Continental Computer Corporation

The Director's Assistant .Net Training – 8.0 hrs – 5/15, 6/15, 7/15, 8/14, 10/10 of 2007.

##### Funeral Success

Funeral Success Jumpstart – 8.0 hrs

##### Funeral Review.Com

What Matters Most – 6.0 hrs – Beginning 5/1/07 (ongoing)

The motion was unanimously carried.

#### **Other Business Before the Board** (for discussion only)

Mr. Fletcher stated that he enjoyed the conference held from 4/21 – 4/22 and shared with the Board a copy of regulations from other states regarding funeral services.

#### **Public Comment**

There was no public comment.

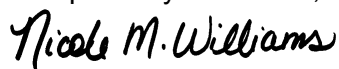
#### **Next Scheduled Meeting**

The next meeting will be held on Wednesday, July 31, 2007 at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

#### **Adjournment**

There being no further business, Mr. Trader made a motion, seconded by Mr. Arcaro, to adjourn the meeting at 11:30 a.m. The motion was unanimously carried.

Respectfully submitted,



Nicole M. Williams  
Administrative Specialist II